



58-2205

REPORTS SUBMITTED THROUGH OR TO THE
DD/S
BY ALL OFFICES AND STAFFS UNDER THE DD/S

ITEM NO.	TITLE	FREQUENCY	DATE DUE	GENERAL CONTENT	REQUIREMENT BASED ON
A. Reports Submitted Through the DD/S					
1.	Director's Daily Log	Daily	1500 hrs. on weekdays 1100 hrs. on Saturdays	Items of interest to the DCI, exclusive of operational information	Exec. Asst. to Director's Memo. of 15 Feb 54; DD/S Memo, ER-5-2456 (date unknown)
2.	Public Information Media Representative Related to an Agency Employee	When Occurring	As soon as possible	Name, position, publication, and place of residence of the relative	
3.	Contact with Public Information Media Representative	When Occurring	As soon as possible	Name of the representative with whom employee spoke, the medium represented, summary of the information furnished, and matters of public interest discussed	
B. Reports Submitted to the DD/S					
4.	Conflicts of Interest	Semi-Annual	10 June, 10 Dec.	Any situation in which an employee or former employee appears to be representing a private interest with respect to a matter in which confidence had been reposed in him as an employee.	
5.	Foreign Travel Under Area Familiarization and survey Program	Semi-Annual	1 June, 1 Dec.	Estimate of anticipated foreign travel needs under Area Familiarization and Survey Program	


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DCI Memo to Deputy Directors, ER 6-7882, date unknown

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Approved For Release 2001/11/19 : CIA-RDP78-04718A002200140009-5

REPORTS SUBMITTED TO THE DD/S BY
THE OFFICE OF LOGISTICS

<u>ITEM NO.</u>	<u>TITLE</u>	<u>FREQUENCY</u>	<u>DATE DUE</u>	<u>GENERAL CONTENT</u>	<u>REQUIREMENT BASED ON</u>
1.	Accomplishments and Objectives of the Office of Logistics	Semi-Annual	1 Aug., 1 Feb.	A review of all major accomplishments and objectives during the previous six months and a list of objectives assumed since submission of the previous report.	Unknown
2.	Regulatory Issuances Published and in Process	Quarterly	15 Days after close of quarter.	Status of regulatory issuances under de- velopment or published during the quarter.	Report is prepared voluntarily by the Office of Logistics.
3.	Motor Pool Service Misused	When Occurring	As soon as possible	Violations of provisions governing use of Agency motor pool vehicles	
4.	Real Property Holdings Reviewed for Disposition as Excess	Annual	15 Jan.	Results of reviews of excess real property holdings	25X1A

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REPORTS SUBMITTED TO THE DD/S
BY THE OFFICE OF TRAINING

<u>ITEM NO.</u>	<u>TITLE</u>	<u>FREQUENCY</u>	<u>DATE DUE</u>	<u>GENERAL CONTENT</u>	<u>REQUIREMENT BASED ON</u>
1.	Waivers and Deferments of Training Standards	Monthly	1st of each month	Number of people who have been deferred from taking training, and the reasons for these waivers.	Director of Training directive
2.	Training Report	Monthly	1st of each month	Number of trainees by component in both internal and external training	Director of Training directive
3.	Language, Area and External Training	Semi-Annual	December and June	A complete picture of all internal and external training taken during the six month period and requirements for training submitted for that time.	Director of Training directive
4.	Training Activity	Weekly (only if events are significant enough to be reported weekly)	Wednesday or Thursday	Summary of items reported by OTR Staff and School Chiefs, which are considered to be of significance to the DCI and the DD/S	Verbal request of DDCI
5.	Office of Training Annual Report	Annual	Prior to end of January	Summarization of significant developments and achievements of the Office of Training for the benefit of the DCI, the DDCI, and the DD/S	Director of Training directive

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REPORTS SUBMITTED TO THE DD/S BY GENERAL COUNSEL,
MANAGEMENT STAFF, AND OFFICE OF SECURITY

<u>ITEM NO.</u>	<u>TITLE</u>	<u>FREQUENCY</u>	<u>DATE DUE</u>	<u>GENERAL CONTENT</u>	<u>REQUIREMENT BASED ON</u>
A. GENERAL COUNSEL					
1.	Participation of Agency Personnel in Jury Duty	Semi-Annual	1st of July and Jan.	Number of people who served on jury duty or where excused from participating.	Verbal agreement between the DD/S and the General Counsel
B. MANAGEMENT STAFF					
1.	Incentive Awards Program	Quarterly	End of month following the quarter	Statistical summary of accomplishments supported by graphs and brief descriptions of outstanding suggestions. Program promotion activity is also covered.	ADD/S memorandum to C/Mgt/S, of 26 May 1955
C. OFFICE OF SECURITY					
1.	Security Violations	Monthly	1st of each month	Statistical summary of violations according to types of violations and components where they occurred.	Directive of the Executive Officer, Office of Security.

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REPORTS SUBMITTED TO THE DD/S
by
THE OFFICE OF THE COMPTROLLER

<u>ITEM NO.</u>	<u>TITLE</u>	<u>FREQUENCY</u>	<u>DATE DUE</u>	<u>GENERAL CONTENT</u>	<u>REQUIREMENT BASED ON</u>
1.	Agency Financial Statement	Quarterly	As soon as possible after close of quarter	A detailed analysis of the financial condition of the agency, the status of the current appropriation by organizational elements, and a three year comparison of active appropriations.	Report was initiated as a service
2.	Summary Financial Statement	Quarterly	Within 30 days after close of quarter	Summary of the financial condition of the Agency showing a comparison of current fiscal year figures with those of the previous fiscal year. This report is prepared in advance of the detailed Agency Financial Statement (Item 1 above) to provide the DCI and the DD/S with a brief summary as soon as possible.	Reports was initiated as a service
3.	Financial Condition of Proprietary and Subsidy Projects	Quarterly	Within 30 days after close of quarter	Condition of proprietary and subsidy projects showing for each the amount invested, status of advances, and status of reports on projects.	Report was initiated as a service
4.	Domestic TDY Travel	Quarterly	As soon as possible after close of quarter	Summary of travel authorizations by major organizational components, reflecting where and when travel was performed, and the estimated man hours and cost involved. Report is supported by trend graphs.	Verbal agreement between DD/S and the Deputy Comptroller.

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5.	Foreign TDY Travel	Quarterly	As soon as possible after close of quarter	Summary of travel authorizations reflecting the estimated man hours, cost, and time of "multi-area travel" and travel to the four main geographical areas (Europe, WH, NEA, and FE), Report is supported by trend graphs.	Verbal agreement between DD/S and the Deputy Comptroller
6.	Overtime Report	Quarterly	30 days after close of quarter	Summary by components of the use of annual leave, sick leave, and overtime for each pay period of the quarter. The report to the DD/S is accompanied by memorandums for his signature furnishing reports on overtime to the DD/I and the DD/P.	Report was initiated as a service
7.	Class A Station Financial Evaluation	Semi-Annual as of April and Oct	15 May, 15 Nov.	<p>Financial status of each station and a rating of its financial practices based on:</p> <ul style="list-style-type: none"> a. Date of last station accounting processed. b. Cash on hand c. Dollar value of outstanding advances d. Number of suspense items. e. Dollar value of suspense items f. Average monthly disbursements applicable to expenses g. Disbursements by transfer h. Number of headquarters payroll personnel serviced. i. Number of approved projects serviced. 	<p>Assistant to the DD/S memorandum to the Comptroller, dated 5 August 1954.</p>

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8.	Class B Station Financial Evaluation	Semi-Annual as of end of April and Oct	15 May, 15 Nov.	Financial status of each station and an evaluation of its financial practices based on: a. Cash on hand b. Dollar value of outstanding advances c. Dollar value of suspense items d. Average monthly disbursements e. Date of last station accounting processed f. Number of approved projects serviced	Assistant to the DD/S ██████████ memorandum 25X1A9A to the Comptroller, dated 5 August 1954.

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CENTRAL INTELLIGENCE
 OFFICIAL ROUTING SLIP

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Remarks:

Here is the information you requested on administrative type reports submitted to or through the DD/S by offices under his direction, except Personnel. I would like to discuss the Agency Reports Management Program with you at your convenience.